



STANDARDS OF APPRENTICESHIP
adopted by

I.E.C. OF WASHINGTON APPRENTICESHIP AND TRAINING COMMITTEE

(sponsor)		<u>DOT</u>	<u>Term</u>
<u>Skilled Occupational Objective(s):</u>			
CONSTRUCTION ELECTRICIAN		824.261-010	8000 HOURS



APPROVED BY
Washington State Apprenticeship and Training Council
REGISTERED WITH
Apprenticeship Section of Specialty Compliance Services Division
Washington State Department Labor and Industries
Post Office Box 44530
Olympia, Washington 98504-4530

APPROVAL:

JULY 16, 1993
Initial Approval

JANUARY 16, 2004
Committee Amended

JULY 16, 2004
Standards Amended (review)

JANUARY 16, 2004
Standards Amended (administrative)

By: LAWRENCE CROW
Chair of Council

By: PATRICK WOODS
Secretary of Council

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The Washington State Apprenticeship and Training Council (WSATC) has the authority to develop, administer, and enforce apprenticeship program standards (Standards) for the operation and success of an apprenticeship and training program in the State of Washington.

Apprenticeship programs and committees function, administer, or relinquish authority only with the consent of the WSATC and only apprentices registered with the supervisor or recognized under the terms and conditions of a reciprocal agreement will be recognized by the WSATC.

Parties signatory to these Standards declare their purpose and policy is to establish and sponsor an organized system of registered apprenticeship training and education.

These Standards are in conformity and are to be used in conjunction with the Apprenticeship Rules, Chapter 296-05 WAC (Washington Administrative Code); Apprenticeship Act, Chapter 49.04 RCW (Revised Code of Washington); The National Apprenticeship Act, 29 U.S.C. (United States Code) 50; Apprenticeship Programs, Title 29 Part 29 CFR (Code of Federal Regulations); and Equal Employment Opportunity in Apprenticeship and Training, Title 29 Part 30 CFR which govern employment and training in apprenticeable occupations. They are part of this apprenticeship agreement and bind all signers to compliance with all provisions of registered apprenticeship. Additional information may need to be maintained by the program that is supplemental to these apprenticeship standards. This information is for purposes of ensuring compliance with decisions of the WSATC and the apprenticeship laws identified above.

If approved by the council, such amendment/s and such changes as adopted by the council shall be binding to all parties. Sponsors shall notify apprentices of changes as they are adopted by the council. If and when any part of these Standards becomes illegal, as pertains to federal and/or state law, that part and that part alone will become inoperative and null and void, and the Department of Labor and Industries (L&I) may adopt language that will conform to applicable law. The remainder of the Standards will remain in full force and effect.

See WAC 296-05-003 for the definitions necessary for use with these Standards.

I. GEOGRAPHIC AREA COVERED:

The sponsor has no authority to conduct training outside of the geographical area covered by these Standards. The sponsor may enter into an agreement (portability agreements – see WAC 296-05-303(3)) with other apprenticeship committees for the use of apprentices by training agents that are working outside their approved geographic area. Also, if a reciprocity agreement (see WAC 296-05-327) is in place, the out-of-state sponsor may use their registered apprentices. The sponsor will ensure compliance with the provisions of any agreement recognized by the WSATC.

The area covered by these Standards shall include the state of Washington in its entirety.

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II. MINIMUM QUALIFICATIONS:

Minimum qualifications must be clearly stated and applied in a nondiscriminatory manner (see WAC 296-05-316).

A pool of eligible applicants shall be established consisting of individuals who qualify for oral interview.

To qualify for oral interview an applicant must meet the following basic requirements.

Age: **Minimum of 18 years of age.**

Education: **Must be a high school graduate or equivalent, with one year of high school algebra or one college quarter of algebra with a grade of "C" or better.**

Physical: **Must be physically able to meet the needs of the trade.**

Testing: **Successfully complete the WATB Test with a score of 3 or better.**

Other: **Applicants shall submit the following information to the Committee in addition to their application:**

- 1. Birth certificate or reliable information on date of birth.**
- 2. A transcript of high school or college courses and grades demonstrating the satisfaction of the algebra requirement.**
- 3. High school diploma or GED.**
- 4. Social Security Card.**
- 5. Valid Washington State Driver's License or U.S. military I.D. or other government I.D. card.**
- 6. Signed affidavit of physical condition and physical ability to meet the needs of the trade.**

III. CONDUCT OF PROGRAM UNDER WASHINGTON EQUAL EMPLOYMENT OPPORTUNITY PLAN:

Sponsors with five (5) or more apprentices must adopt an Equal Employment Opportunity (EEO) Plan and Selection Procedures (see Part D of Chapter 296-05 WAC and 29 CFR Part 30).

The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, sex, color, religion, national origin, age, disability or as otherwise specified by law. The sponsor shall take positive action to provide equal opportunity in apprenticeship and will operate the

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apprenticeship program as required by the rules of the Washington State Apprenticeship and Training Council and Title 29, Part 30 of the Code of Federal Regulations. (WAC 296-05-316(3))

A. Selection Procedures:

- 1. Applications will be taken year round as individuals express an interest.**
- 2. Any person shall have an application made available upon request. The original application form must be submitted. No reproductions will be accepted.**
- 3. Applications will be accepted continuously during regular business hours at the IEC of Washington Business Office. Applications can also be obtained by calling (800) 595-0900 or by email request to info@iec-etf.org. All applications submitted must have original signature of applicant and be hand delivered or delivered via U.S. Post or other courier.**
- 4. All applications shall be identical in form and requirements, and shall be numbered in sequence corresponding with the number appearing on the Application Log for person requesting application. Columns will be provided on the log to show race/ethnic and sex identification, and the progression by dates and final disposition of each application.**
- 5. Interviews will be held periodically. All applications taken since the last series of interviews will be processed to final disposition before any individual is selected. Interviews will be granted to all who meet the minimum requirements. The number of new apprentices to be accepted will be determined before starting interviews.**
 - a. Interviews will be conducted in accordance with the current Standards of the Committee and in accordance with state regulations.**
 - b. The Committee will determine the dates of interview processes.**
 - c. The Committee will determine the number of apprentices to register based on the need expressed by the approved Training Agents.**
 - d. Interview notices will be mailed at least 14 days in advance.**
 - e. All applicants interviewed during any given interview process will be asked identical questions and evaluated on an identical scale.**
 - f. Interview questions may vary from one interview process to the next but must comply with accepted employment interview procedures.**
 - g. Interviews must be conducted by not less than 4 interviewers**
 - h. Interview panels must be comprised of equal numbers of employee and employer representatives.**
 - i. All interviewers must complete an interview sheet for each interviewee. The interview sheet must reflect the score given for each category as well as notations for the responses to the interview questions.**

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- j. No interview shall be granted to individuals not possessing an appointment for the interview.
- k. Interview appointments will consist of a date, time and location for the interview. Candidates must be on time for their interviews. Candidates who are late for their interview may or may not be granted an interview at the discretion of the interview panel.
- l. Interview Evaluation Guidelines:
 - (1) Evaluation of interviewees will be in five categories:
 - (a) Attitude
 - (b) Motivation
 - (c) Confidence
 - (d) Oral Response
 - (e) Interest in Trade
 - (2) Scores for each category will be from 1 to 20, 1 being Poor, 20 being Exceptional.
 - (3) Each candidate will be considered a 10 in each category at the beginning of the interview process. Their responses during the interview process may change the base score up or down as determined by the interviewer.
 - (4) The final score for each candidate will be determined by compilation of the individual scores by each interviewer.
- 6. Those not interviewed because they lack basic qualifications will not be reconsidered until they correct any deficiencies they may have and reapply (further schooling, etc.)
- 7. Each selected applicant shall be given an opportunity to read and study these Standards, which include the Committee policies, and the apprenticeship registration agreement form before signing the registration.
- 8. Upon acceptance following the Interview process, applicants will be asked to complete a "County Referral Availability Form" indicating the counties in which the Applicant is willing to work. A revised/updated version of this form may be submitted by the Applicant at anytime.
- 9. Applicants shall be referred to employment with a Training Agent based on the following criteria: 1) overall ranking based on the highest score; 2) the county(ies) in which the apprentice has defined as an acceptable area for employment; and 3) response to the referral contact within a reasonable length of time.
- 10. The ranked scores may be pierced to meet affirmative action goals in accordance with the Washington State Apprenticeship Council rules.
- 11. Selected Entry applicants shall remain active on the applicant Eligibility List, subject to selection, for a period of two years from the date of

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evaluation, unless removed at an earlier date by their own request or by failing to respond to applicant-selected geographic region, as currently on file, job referrals by the Committee.

12. The Committee reserves the right to require drug testing after an offer of training is made to the applicant. All offers of training are conditioned upon the passing of a drug test administered for the purpose of detecting the use of illegal drugs.
13. A physical examination may be required after selection and before placement on the job at the expense of the Committee or the employer.
14. Alcohol related incidences or reckless driving or three or more citations for speeding demonstrated in the applicants current DMV record may be a disqualifying factor for placement with a Training Agent. Applicants may be required to operate company vehicles and be able to meet Training Agent's insurance requirements. A current driving history from DMV may be required prior to confirmation of placement.
15. The applicant must keep the Committee informed of his/her current address and phone number or will be dropped from the eligibility list. Applicants who have been dropped may petition the Committee for reinstatement to the list provided it has not been more than one year since being evaluated. If granted reinstatement, the applicant will be reinstated at the bottom of the list.
16. **Exemptions:**
 - a. (Direct Entry) An employee of a previously non-participatory employer not qualifying as a Journey level person when the employer becomes an approved training agent, shall be evaluated by the Committee, using consistent, standard, nondiscriminatory means and registered at the appropriate period of apprenticeship based on the skill and knowledge of the applicant. For such applicants to be considered, they must meet the minimum qualifications and complete an application.
 - b. (Direct Entry) Graduates of committee approved programs such as Job Corps may receive direct entry into apprenticeship provided they meet the minimum qualifications.
 - c. (Direct Entry) Individuals relocated from other states or ATELS approved apprenticeship programs may receive direct entry into the IEC of Washington Apprenticeship and Training Committee apprenticeship program provided they meet the minimum qualifications.

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- d. (Direct Entry) Where an employer requesting an apprentice is required by governmental rules, policies, regulations, ordinances or other governmental actions to comply with governmental local hiring/training requirements (such as local Housing Authorities' Empowerment Zones) and other government mandated affirmative action hiring requirements (The employer must offer proof in support of this exception to the committee.)**
- e. (Direct Entry) Registered Native Americans who have secured work under a TERO Project may receive direct entry into the apprenticeship provided the employer is an approved Training Agent and the applicant meets the minimum qualifications and completes an application.**
- f. (Direct Entry) Military veterans who completed military technical school and participated in a registered apprenticeship program while in the military in the trades covered by these standards may be given direct entry into the apprenticeship program. The Committee shall evaluate the military training received for granting appropriate credit on the term of the apprenticeship and the appropriate wage rate. The Committee will determine what training requirements they need to meet to ensure that they receive all necessary training for completion of the apprenticeship program. Entry of military veterans shall be done without regard to race, color, religion, national origin, or sex. For individuals to enter the program through this exception, they must meet the minimum qualifications and complete an application.**
- g. Apprentices currently registered in another WSATC approved apprenticeship program may transfer into the IEC of Washington Apprenticeship Committee program following approval by the Committee. OJT and RSI credit will be granted at the discretion of the Committee.**
- h. At the discretion of the committee, graduates of pre-apprenticeship may be offered direct entry as an apprentice to satisfy apprenticeship utilization goals established by construction contracts, provided such graduate meets the minimum qualification of the program.**

B. Equal Employment Opportunity Plan:

- 1. The recruitment, selection, employment and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin or sex. The sponsor will take affirmative action to provide equal opportunity in apprenticeship.**

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2. The procedures, methods and programs shall be exemplified by, but not limited to, the following activities:
 - a. Dissemination of information concerning the nature of apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications and the equal opportunity policy of the Sponsor. For programs accepting applications only at specified intervals, such information shall be disseminated at least 30 days in advance of the earliest date for application at each interval. For programs customarily receiving applications throughout the year, such information shall be regularly disseminated, but not less than semi-annually. Such information shall be given to the registration agency, local schools, employment service offices, women's centers, community organizations which can effectively reach minorities and women and published in newspapers which are circulated in the minority community and among women as well as the general areas in which the program sponsor operates.
 - b. Participate in annual workshops conducted by employment service or other agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship system and current opportunities therein.
 - c. Cooperation with local school boards and/or vocational education systems to develop programs for preparing student to meet the standards and criteria required to qualify for entry into apprenticeship programs.
 - d. Granting advance standing or credit on the basis of previously acquired experience, training skills or aptitude for all applicants equally.

Discrimination Complaints.

Any apprentice or applicant for apprenticeship who believes they have been discriminated against may file a complaint (WAC 296-05, Part D).

IV. TERM of APPRENTICESHIP:

The minimum term of apprenticeship must not be less than 2000 hours or 12 months of work experience in each occupation identified in these Standards as apprenticeable. The term of apprenticeship must be stated in hours or months of employment.

The term of apprenticeship shall consist of 8000 hours of on-the-job training and a minimum of 576 (144 hours per year) hours of job related instruction. The

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apprentice's progress in each phase of apprenticeship may be determined on an actual hour basis. Therefore, an apprentice who, by unusual aptitude or past education and/or practical experience, achieves the desired level in a phase of the apprenticeship in less than the time designated may be advanced to the next phase. The determination of such advancement is the responsibility of the Sponsor.

V. INITIAL PROBATIONARY PERIOD:

All apprentices are subject to an initial probationary period, stated in hours or months of employment for which they receive full credit toward completion of apprenticeship. Advance credit/standing will not reduce the initial probationary period. The initial probationary period:

- Is the period following the apprentice's acceptance into the program and during which the apprentice's appeal rights are impaired. The initial probation must not exceed twenty percent (20%) of the term of apprenticeship unless an exemption by the WSATC has been granted for longer probationary periods as specified by Civil Service or law.
- Is the period that the WSATC or the supervisor of apprenticeship may terminate an apprenticeship agreement at the written request by any affected party. The sponsor or the apprentice of the apprenticeship agreement may terminate the agreement without a hearing or stated cause. An appeal process is available to apprentices who have completed the initial probationary period.

The first 1600 hours of employment and one (1) year of related classroom training shall constitute a probationary period. During this probationary period, either party may terminate the Apprenticeship Agreement without the formality of a hearing.

After the probationary period, the Agreement may be cancelled for cause, with notice to the apprentice and a reasonable opportunity for corrective action.

The Registration Agency shall be advised promptly of all cancellations and termination of Apprenticeship Agreements, whether during or after the Probationary Period.

VI. RATIO OF APPRENTICES TO JOURNEY LEVEL WORKERS:

Supervision is the necessary education, assistance, and control provided by a journey-level employee that is on the same job site at least seventy-five percent of each working day, unless otherwise approved by the WSATC. The sponsor will assure that apprentices are under the supervision of competent and qualified journey-level workers on the job who are responsible for the work being performed, to ensure safety and training in all

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phases of the work. Apprentices will work the same hours as journey-level workers, EXCEPT where such hours may interfere with related/supplemental instruction. (see WAC 296-05-316(5))

As per Washington Administrative Code (WAC) rules and regulations, the Committee shall allow each qualified employer a ratio of one (1) apprentice to one (1) journeyperson. Such ratio shall not be exceeded on any job. One (1) apprentice to one (1) journeyperson ratio requires journeyperson supervision for a minimum of 75% of each working day as required by the Washington Administrative Code.

Apprentices with a minimum of 7,000 hours of OJT will be allowed to work without the direct supervision of a journey-level person provided that they have been issued a six month nonrenewable unsupervised electrical training certificate by the Washington State Department of Labor and Industries in accordance with WAC 296-46B-945.

An apprentice shall not supervise the work of any other apprentice or workers of any other classification

VII. APPRENTICE WAGES and WAGE PROGRESSION:

The apprentice will be paid a progressively increasing schedule of wages based on specified percentages of journey-level wage consistent with skills acquired. These may be indicated in hours or monthly periods set by the sponsor. The entry wage will not be less than the minimum wage prescribed by the Fair Labor Standards Act, where applicable, unless a higher wage is required by other applicable federal law, state law, respective regulations, or by collective bargaining agreement.

The sponsor may accelerate, by an evaluation process, the advancement of apprentices who demonstrate abilities and mastery of the occupation to the level for which they are qualified. When the apprentice is granted advanced standing the sponsor must notify the employer/training agent of the appropriate wage per the wage progression schedule specified in these Standards.

Apprentices shall be paid on a progressively increasing schedule of wages, per their progression period, based on a percentage of the journeyperson's wage rate for all of the employers participating in the program. Once each year, all participating employers will be surveyed for the average wage rate of their journeypersons performing non-prevailing wage work. These average wage rates will be averaged to determine the minimum journeyperson rate for the program. The survey forms will be signed by the company owner/officer and will become official records of the Committee. Employers reserve the right to pay apprentices more than the wage determined by this average wage, but they may not pay less. No apprenticeship wage shall be less than the minimum wage scale pursuant to the Fair Labor Standards Act, as amended.

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Step	Number of hours/months	Percentage of journey-level rate
1	0000 - 1000 hours	35%
2	1001 - 2000 hours	45%
3	2001 - 3000 hours	50%
4	3001 - 4000 hours	55%
5	4001 - 5000 hours	65%
6	5001 - 6000 hours	75%
7	6001 - 7000 hours	80%
8	7001 - 8000 hours	85%

****Note: The hourly rate will be no less than the States current minimum hourly wage, as per the Department of Labor & Industries.**

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VIII. WORK PROCESSES:

The apprentice shall receive on the job instruction and experience as is necessary to become a qualified journey-level worker versed in the theory and practice of the occupation covered by these Standards. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

Employers/training agents shall only use registered apprentices to perform the work processes as stated in this section. (WAC 296-05-003 - Definitions)

An apprentice who is given credit for previous experience in the trade shall be paid the rate of the period to which such credit advances him/her.

<u>Construction Electrician:</u>	<u>Approximate Hours</u>
RESIDENTIAL - wiring of residences, duplexes and small apartment buildings and necessary shop work and preparation.	500
COMMERCIAL - wiring of public commercial, school and hospital buildings; the installation and repair of all equipment therein; and necessary shop work and preparation.	3500
INDUSTRIAL - wiring of all industrial buildings and equipment; the maintenance, repair and alteration of the same; and the necessary shop work and preparation.....	3000
SPECIALIZED SYSTEMS - wiring of systems which include; sound, data transmission, telephone, fire alarm, fiber optics, energy management, closed circuit television, programmable controllers and nurse call systems.....	1000
TOTAL HOURS:	8000

NOTE: Trouble-shooting of electrical systems will be included in all four (4) categories above, as well as motor installations and control wiring when applicable.

Not more than 4000 hours of Residential, Specialized Systems, or a combination of the two will be credited toward the apprentice's hours for advancement in the program or for wage progression purposes

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IX. RELATED/SUPPLEMENTAL INSTRUCTION:

The apprentice must attend related/supplemental instruction. Time spent in related/supplemental instruction will not be considered as hours of work, and the apprentice is not to be paid for time so spent, unless otherwise stated in these Standards.

The sponsor/training agent must provide for instruction of the apprentice during the related/supplemental instruction in safe and healthful work practices in compliance with the Washington Industrial Safety and Health Act, and applicable federal and state regulations.

In case of failure on the part of any apprentice to fulfill this obligation, the sponsor has authority to take disciplinary action (see Administrative/Disciplinary Procedures section).

Clock hours of actual attendance by the apprentice in related/supplemental instruction classes at the community/technical college or other approved training locations shall be reported to L&I on a quarterly basis for verifying attendance and industrial insurance purposes.

For industrial insurance purposes, the WSATC will be considered as the employer should any apprentice, not being paid to attend, sustain an injury while participating in related/supplemental classroom activity, or other directly related activity outside the classroom. The activities must be at the direction of the instructor.

The methods of related/supplemental training must consist of one or more of the following:

- (X) Supervised field trips
- (X) Approved training seminars
- (X) A combination of home study and approved correspondence courses
- (X) State Community/Technical college
- (X) Private Technical/Vocational college
- (X) Training trust
- (X) Other (specify): **Must satisfactorily complete an approved CPR/First Aid Class**

200 Minimum RSI hours per year, (see WAC 296-05-305(5))

Additional Information:

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- A. The apprentice's work shall not interfere with attendance at related classroom instruction.**
- B. The Committee shall secure competent instructors whose knowledge, experience, and ability to teach shall be carefully examined. The qualifications for an instructor shall be in accordance with the State Plan for Vocational Education for trade and industrial instructors. When possible, the instructors shall take such teacher training courses as are available.**
- C. The instructors shall give periodic examinations and report the results to the Committee so that the apprentices' progress may be checked and corrective measures applied where necessary.**
- D. Safety: Each apprentice shall take an 8-hour first aid class in their first and fourth year of apprenticeship and a four-hour refresher course the second and third year of the apprenticeship program, as well as on-the-job safety training to ensure that they may become a safe and competent journey person.**
- E. The apprentice must immediately notify the instructor of any intended absence from school classes and must also notify the Training Director by mail, stating the date and reason for absence.**
- F. Apprentices shall be required to make up all absences from related instruction. Absences shall be adequate reason for the apprentice to be called before the Apprenticeship Committee for disciplinary action.**
- G. Failure to receive passing grades in school will be cause for the student to be called to appear before the Committee to discuss ways to improve said grades. Improvement must commence in a timely manner, or possible cancellation procedures could follow.**

X. ADMINISTRATIVE/DISCIPLINARY PROCEDURES:

Sponsors may include in this section requirements and expectations of the apprentices and training agents and an explanation of disciplinary actions that may be imposed for noncompliance. The sponsor has the following disciplinary procedures that they may impose: Disciplinary Probation, Suspension, or Cancellation.

Disciplinary Probation: A time assessed when the apprentice's progress is not satisfactory. During this time the program sponsor may withhold periodic wage advancements, suspend or cancel the apprenticeship agreement, or take further disciplinary action. A disciplinary probation may only be assessed after the initial probation is completed. During the disciplinary probation, the apprentice has the

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right to file an appeal of the committee's action with the WSATC (as described in WAC 296-05-009).

Suspension: A suspension is a temporary interruption in progress of an individual's apprenticeship program that may result in the cancellation of the Apprenticeship Agreement. Could include temporarily not being allowed to work, go to school or take part in any activity related to the Apprenticeship Program until such time as the Apprenticeship Committee takes further action.

Cancellation: Refers to the termination of an apprenticeship agreement at the request of the apprentice, supervisor, or sponsor. (as described in WAC 296-05-009).

A. General Procedures

- 1. The employer agrees that the apprentice will be allowed to work in a manner that will result in normal advancement, and will require the apprentice to make satisfactory progress in both work related and classroom instruction.**
- 2. Supervision should not be of such nature as to deter the development of responsibility and initiative.**
- 3. The apprentice agrees, after having made application, and having read the rules and standards, to perform such work related and classroom instruction as the Committee deems necessary for the apprentice to complete his/her registration.**
- 4. All apprentices will be asked to complete a "County Referral Availability Form" indicating the counties in which the Applicant is willing to work. A revised/updated version of this form may be submitted by the apprentice at anytime.**
- 5. Apprentices shall be referred to employment with a Training Agent based on the following criteria: 1) the date and time the apprentice is placed on the out of work list; 2) apprentice level requested by the Training Agent; 3) the county in which the apprentice has defined as an acceptable area for employment; and 4) response to the referral contact within a reasonable length of time.**
- 6. Apprentices are responsible to furnish their own transportation to the employer's place of business and/or job site, and to the place where job-related classroom instruction is conducted.**
- 7. Any apprentice shall have the right to appear before the Committee.**
- 8. At the end of each progression period of employment, the Committee shall examine the progress of the apprentice on the job and in related**

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instruction. Action must be taken on each apprentice to approve advancement, extend present rating for a specified probationary period or cancel his/her registration. Increases shall be subject to satisfactory progress on the job and in related instruction.

9. Any apprentice desiring to make a request for credit for previous work related training must do so within the Probationary Period. The request shall include affidavits approved by the Washington State Department of Labor and Industries of his/her previous work experience and training schedule as it relates to his/her trade. The ruling shall not prohibit an employer from paying an apprentice a wage higher than the established rate calls for. Where such experience warrants it, the Committee will place the apprentice in the appropriate period, and such advanced credit shall be subject to review prior to his/her next advancement.
 - a. Request for credit of prior hours may be made to the Committee during the probationary period and may only be requested a single time. Hours not included in the initial request may not be considered at a later date.
 - b. Prior hours worked while in the employ of an approved training agent will be accepted by the committee in their entirety.
 - c. Prior hours worked while in the employ of a non-training agent will be approved under the following guidelines:
 - (1) 50% of the hours worked will be credited to the apprentice unless the employer is deemed by the Committee to be substandard in their OJT skills/ability.
 - (2) The total number of awarded hours does not exceed 75% of the total number of hours in a given category.
 - d. Awarded hours may not exceed 4000 in any combination of Specialty and Residential hours.
 - e. Credit granted for hours represented as "Commercial/Industrial" by L&I will be divided equally between Commercial and Industrial unless special request is made either in writing or in person at the appropriate Committee meeting by either the apprentice or the Training Agent.
10. At the completion of the term of apprenticeship, the Committee may interview the apprentice. If satisfactory in all phases of the training, the Committee will so certify to the sponsoring parties. If not satisfactory, his/her term of apprenticeship may be extended.

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- 11. All problems pertaining to the employer/employee relationship shall be resolved by the employer/employee. If resolution cannot be reached, the problem shall be submitted to the Committee for action and disposal.**
- 12. Any time the apprentice believes he/she has any complaint concerning any phase of his/her training within 180 days, he/she shall submit the complaint in writing to the Apprenticeship Committee, through the Training Director, fifteen (15) days prior to the next regularly scheduled meeting.**
- 13. Apprentices are required to maintain an "active" status of his/her Department of Labor and Industries issued Electrical Trainee Card. The apprentice is responsible for any fees for renewing the Electrical Trainee Card and for any fines incurred by the apprentice as a result of allowing the Electrical Trainee Card to lapse.**
- 14. The Training Agent is responsible to ensure the apprentice maintains an "active" status of his/her Department of Labor and Industries issued Electrical Trainee Card. The Training Agent is responsible for any fees, fines, or penalties imposed on the Training Agent as a result of apprentices working with lapsed Electrical Trainee Cards.**
- 15. The Committee will notify the apprentice and Training Agent of the requirement to renew the Electrical Trainee Cards at least 4 weeks prior to the expiration date.**

B. Local Apprenticeship Committee Policies

- 1. The rules and policies of the Committee as presently in existence or as may be adopted from time to time shall have full force and effect under these Standards, provided they do not change the intent of the Standards or in any way effect the discipline, suspension or cancellation of an apprentice.**
- 2. Consultants and guests may be invited to attend meetings of the Committee but shall have no official voice or vote.**
- 3. The Committee shall determine the need for apprentices in the area covered by these Standards.**
- 4. The committee may employ a competent person as full-time Training Director. The Training Director shall assume such responsibility and authority for operation of the apprentice training program as is delegated by the Committee.**
- 5. All requests to the Committee shall be presented to the Training Director at least ten (10) days in advance for the next regular Committee meeting.**

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6. Statement of Policy:

The Training Director will act for and under the direction of the Committee in carrying out the terms and conditions as established in the Standards, and published policies of the Committee.

a. Apprentice Job Assignment Employer-Apprentice-Committee:

- (1) Employers shall advise the Training Director of the number of apprentices needed. The referral of apprentices to fill such vacancies shall be made by the referral office upon receipt of an assignment by the Training Director.**
- (2) It is the intention of the Committee that employers employing apprentices make every effort to offer six months continuous work in order to employ an apprentice. But recognizing the varying circumstances, the employer should give a full weeks notice before laying off an apprentice in order that a replacement job can be found through the chapter office.**
- (3) Apprenticeship is primarily a training working period. Apprentices must accept jobs as offered by the Committee. Refusal of a job referral will be cause for the apprentice to be called to appear before the Committee to discuss the apprentice's availability. Availability must commence in a timely manner, or possible cancellation procedures could follow.**
- (4) Apprentices wishing to quit a job or employer must first request approval from the Committee.**
- (5) When an apprentice becomes unemployed for any reason, he/she shall notify the Training Director not later than the next working day after termination.**
- (6) The Committee shall have full authority to transfer or rotate apprentices from one employer to the other to provide diversity of training of work opportunities. The arrangements for these transfers shall be made by the Training Director in cooperation with all parties concerned.**
 - (a) It is the policy of the Committee to rotate apprentices in such a manner as to gain experience in all the different phases of electrical work.**
 - (b) The Training Director will make every effort to give two-week advance notice of transfer to apprentices.**

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- (c) Every effort will be made by the Committee to have the apprentice work for at least two different employers which will be approved by the Committee as suitable places for training. But an apprentice can remain in one employer's shop during the duration of his/her apprenticeship if his/her experience is adequately diversified by the decision of the Committee.
 - (d) All transfers and assignments for work shall be issued by the Committee through the referral office.
- (7) The Committee will endeavor to have all newly selected apprentices registered and employed on or before September 1st in any one year.

b. Periodic Advancement of Apprentices:

- (1) Prior to each advancement, the Training Director will check the apprentice's progress on the job by contacting the proper supervisory personnel in the shop where the apprentice is employed, and reviewing school records.
- (2) Requirement for Advancement:
 - (a) Full attendance at school. Any apprentice reported absent three (3) times will appear before the Committee.
 - (b) Instructors will designate make-up classes as appropriate, with oversight by the Committee, and will make arrangements to be present so that unavoidable absences, late arrivals or early dismissals can be made up.
 - (c) Satisfactory grade in school: 70% average minimum grade.
 - (d) Satisfactory reports from both employer and journeypersons.
 - (e) Work experience reports turned in monthly.
- (3) Each of the requirements will be checked by the Training Director prior to each advancement.

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- (4) Deficiency in one or more of these requirements may be cause for up to six months deferment of advancement, or possible dismissal action from the program.
- (5) Future advancements will be calculated from the new date unless changed by the Committee.

c. **Apprenticeship School:**

- (1) Disciplinary problems shall be first handled by the instructor and/or the Training Director. Whenever these remedies fail to produce the desired results, the matter will be referred to the Committee for action.
- (2) Registration and books for the apprentice:
 - (a) Required textbooks will be provided by the committee. Replacement of lost, stolen or destroyed books issued during any year of the apprenticeship must be replaced within 14 days at the expense of the apprentice.
 - (b) Duplicate or replacement books will not be provided by the Committee but may be purchased from the Committee.
 - (c) Registration fees will be paid by the apprentice.
 - (d) Registration fees must be paid in full prior to September 1 of each calendar year in which the apprentice registered in the IEC of Washington Apprenticeship Committee program. Failure to pay registration fees will result in the apprentice not being allowed to start school with possible cancellation procedures to follow.

d. **Work Experience Report:**

- (1) Each apprentice is to be required to fill out a work experience report card monthly. This report shall be in the Committee office no later than the 10th of the following month.
- (2) Each apprentice who is late in returning their work experience report will have the following penalties imposed:
 - **FIRST offense:** 30 days actual work delay in their next advancement.
 - **SECOND offense:** 60 days work delay in their next advancement.
 - **THIRD offense:** possible cancellation procedure to follow.

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- e. **An apprentice may request a leave of absence at any time from the Committee.**
- f. **Apprentices are not allowed to do electrical work for any employer other than the one to which they have been assigned by the committee. Violations of this policy will result in disciplinary action up to possible cancellation from the program.**
- g. **Cheating, cribbing, copying or obtaining information other than your own knowledge during the testing procedures will be cause for removal from the program.**
- h. **Apprentice notices to appear before the committee shall be issued at least 20 days prior to requested appearance.**

C. Complaint and Appeal Procedures:

All approved programs must establish procedures explaining the program's complaint review process. Complaints that involve matters covered by a collective bargaining agreement are not subject to the complaint review procedures in this section.

Complaint (after initial probation completed) – WAC 296-05-009 and 296-05-316(21)

Prior to: 20 days of intention of disciplinary action by a committee/organization

- Committee/organization must notify the apprentice in writing of action to be taken
- Must specify the reason(s) for discipline, suspension, or cancellation
- Decision will become effective immediately
- Written reason(s) for such action will be sent to the apprentice

Within: 30 days request for reconsideration from the committee

- Apprentice to request local committee to reconsider their action

Within: 30 days of apprentice's request for reconsideration

- Local committee/organization must provide written notification of their final decision

If apprentice chooses to pursue the complaint further:

Within: 30 days of final action

- Apprentice must submit the complaint in writing to the supervisor (L&I)
- Must describe the controversy and provide any backup information

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- Apprentice must also provide this information to the local committee/organization

Within: 30 days for supervisor to complete investigation

- If no settlement is agreed upon during investigation, then supervisor must issue a written decision resolving the controversy when the investigation is concluded

If the apprentice or local committee/organization disputes supervisor decision:

Within: 30 days of supervisor's decision, request for WSATC hearing

- Request must be in writing
- Must specify reasons supporting the request
- Request and supporting documents must be given to all parties
- WSATC must conduct the hearing in conjunction with the regular quarterly meeting

Within: 30 days after hearing

- WSATC to issue written decision

XI. COMMITTEE – RESPONSIBILITIES AND COMPOSITION

NOTE: The following is an overview of the requirements associated with administering an apprenticeship committee and/or program. These provisions are to be used with the corresponding RCW and/or WAC.

The sponsor is the policymaking and administrative body responsible for the operation and success of this apprenticeship program. A committee is responsible for the day-to-day operations of the apprenticeship program and they must be knowledgeable in the process of apprenticeship and/or the application of Chapter 49.04 RCW and Chapter 296-05 WAC. Sponsors must develop procedures for:

- A. Committee Operations (WAC 296-05-316): (Not applicable for Plant Programs)
Convene meetings at least three times per year of the program sponsor and apprenticeship committee attended by a quorum of committee members as defined in the approved Standards. If the committee does not indicate its definition of quorum, the interpretation will be “50% plus 1” of the approved committee members. Conference call meetings may be conducted in lieu of regular meetings but must not exceed the number of attended meetings and no disciplinary action can be taken during conference call meetings.
- B. Program Operations (Chapter 296-05 WAC - Part C & D):

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1. The sponsor will record and maintain records pertaining to the local administration of the apprenticeship program and make them available to the WSATC or its representative on request.

Records required by WAC 296-05-400 through 455 (see Part D of Chapter 296-05 WAC) will be maintained for five (5) years; all other records will be maintained for three (3) years.

2. The sponsor will submit to L&I through the assigned state apprenticeship coordinator the following list:

Forms are available on line at <http://www.LNI.wa.gov/scs/apprenticeship> or from your assigned apprenticeship coordinator.

- Apprenticeship Agreement Card – within first 30 days of employment
 - Authorization of Signature - as necessary
 - Authorized Training Agent Agreements (committee approving or canceling) – within 30 days
 - Apprenticeship Committee Meeting Minutes – within 30 days of meeting (not required for Plant program)
 - Change of Status – within 30 days of action by committee, with copy of minutes
 - Journey Level Wage – at least annually, or whenever changed
 - Revision of Standards and/or Committee Composition - as necessary
 - RSI (Quarterly) Reports:
 - 1st quarter: January through March, by April 10
 - 2nd quarter: April through June, by July 10
 - 3rd quarter: July through September, by October 10
 - 4th quarter: October through December, by January 10
3. Adopt, as necessary, local program rules or policies to administer the apprenticeship program in compliance with these Standards that must be submitted for L&I approval and updating these Standards. The L&I apprenticeship program manager may administratively approve requests for revisions in the following areas of the Standards:
 - Program name
 - Section III: Conduct of Program Under Washington Equal Employment Opportunity Plan
 - Section VII: Apprentice Wages and Wage Progression
 - Section IX: Related/Supplemental Instruction
 - Section XI: Committee - Responsibilities and Composition (including opening statements)
 - Section XII: Subcommittees
 - Section XIII: Training Director/Coordinator

C. Management of Apprentices:

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1. Each apprentice (and, if under 18 years of age, the parent or guardian) will sign an apprenticeship agreement with the sponsor, who will then register the agreement, with L&I before the apprentice attends the related/supplemental instruction classes, or within the first 30 days of employment as an apprentice. For the purposes of industrial insurance coverage and prevailing wage exemption under RCW 39.12.021, the effective date of registration will be the date the agreement is received by L&I.

L&I must be notified within 30 days of program approval, of all requests for disposition or modification of agreements, with a copy of the committee minutes approving the changes, which may be:

- Certificate of completion
 - Additional credit
 - Suspension (i.e. military service or other)
 - Reinstatement
 - Cancellation and/or
 - Corrections
2. Rotate apprentices in the various processes of the skilled occupation to ensure the apprentice is trained to be a competent journey-level worker.
 3. Periodically review and evaluate apprentices before advancement to the apprentice's next wage progression period. The evidence of such advancement will be the record of the apprentice's progress on the job and during related/supplemental instruction.
 4. The sponsor has the obligation and responsibility to provide, insofar as possible, continuous employment for all apprentices in the program. The sponsor may arrange to transfer an apprentice from one training agent to another, or to another sponsor when the sponsor is unable to provide reasonably continuous employment, or they are unable to provide apprentices the diversity of experience necessary for training and experience in the various work processes as stated in these Standards. The new sponsor or training agent will assume all the terms and conditions of these Standards. If, for any reason, a layoff of an apprentice occurs, the apprenticeship agreement will remain in effect unless canceled by the sponsor.
 5. An apprentice who is unable to perform the on-the-job portion of apprenticeship training may, if the apprentice so requests and the sponsor approves, participate in related/supplemental instruction, subject to the apprentice obtaining and providing to the sponsor written requested document/s for such participation. However, time spent will not be applied toward the on-the-job portion of apprenticeship training.
 6. Hear and adjust all complaints of violations of apprenticeship agreements.

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7. Upon successful completion of apprenticeship, as provided in these Standards, and passing the examination that the sponsor may require, the sponsor will recommend that the WSATC award a Certificate of Completion of Apprenticeship. The program will make an official presentation to the apprentice that has successfully completed his/her term of apprenticeship.

D. Training Agent Management:

1. Offer training opportunities on an equal basis to all employers and apprentices. Grant equal treatment and opportunity for all apprentices through reasonable working and training conditions and apply those conditions to all apprentices uniformly. Provide training at a cost equivalent to that incurred by currently participating employers and apprentices. Not require an employer to sign a collective bargaining agreement as a condition of participation.
2. Determine the adequacy of an employer to furnish proper on-the-job training in accordance with the provisions of these Standards. Require all employers requesting approved training agent status to complete an approved training agent agreement and comply with all federal and state apprenticeship laws and the appropriate apprenticeship Standards.
3. Submit approved training agent agreements to the department with a copy of the agreement and/or the list of approved training agents within thirty days of committee approval. Submit rescinded approved training agent agreements and/or the list of approved training agents to the department within thirty days of said action.

E. Composition of Committee: (see WAC 296-05-313)

Apprenticeship committees must be composed of an equal number of management and non-management representatives composed of at least four members but no more than twelve. If the committee does not indicate its definition of a quorum, the interpretation will be "50% plus 1" of the approved committee members.

Apprenticeship committees shall elect a chairperson and a secretary who shall be from opposite interest groups, i.e., chairperson-employers; secretary-employees, or vice versa; EXCEPT, this does not apply where the Registration Agency represents the apprentice(s).

For plant programs the WSATC or the department designee will act as the employee representative.

1. **The Committee shall be composed of not less than six (6) nor more than twelve (12) members: half of those members to represent contractor/employers from the program approved training agents of**

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Independent Electrical Contractors of Washington, and the remaining half to be qualified to represent employees from the approved training agents.

2. **Members of the Committee shall be selected by the groups they represent. The terms of office shall be for one (1) year. A Committee member may succeed him/her self. The Committee shall select from its membership, a Chairman and Secretary.**
3. **Any member of the Committee may be removed for cause and replaced by proper action on the part of the organization, which he/she represents. Any officer or Committee member may be removed by the sponsoring organization upon recommendation by majority vote of the Committee, for dereliction of duty or misconduct in office.**
4. **Throughout the Standards, I.E.C. of Washington Apprenticeship and Training Committee shall be referred to as sponsor or committee.**

Quorum: 51% of the members of the I.E.C. Apprenticeship and Training Committee must be present to establish a quorum. Each representative body of the Committee shall have equal votes regardless of the actual number of representatives present.

Program type administered by the committee: **GROUP NON-JOINT**

The employer representatives shall be:

**Eric Herrin, Secretary
3601 Everett Avenue
Everett, WA 98201**

**Jeff Magner
Triad Electrical Inc.
2020 Humboldt Street
Bellingham, WA 98225**

**Harry Smith
PO Box 4058
Bremerton, WA 98312**

**Leo Doyle
1421 Dell Avenue
Walla Walla, WA 99362**

**Dave Taylor
PO Box 839
Shelton, WA 98228**

**Don Cummins, Alternate
PO Box 20165
Bellingham, WA 98228**

**Dale Vander Giessen, Alternate
Dale's Electric
8645 Berthusen Road
Lynden, WA 98264**

**Dave Rains, Alternate
3601 Everett Avenue
Everett, WA 98201**

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The employee representatives shall be:

Terry DuBeau, Chair
PO Box 1152
Everett, WA 98206

Chuck Wright
2020 Humboldt St.
Bellingham, WA 98225

Bruce Williams
PO Box 4058
Bremerton, WA 98312

Dan Kiefert
4842 South Adams Street
Tacoma, WA 98409

Billy Stahlheber
1421 Dell Avenue
Walla Walla, WA 99362

Matthew C. Butenschoen, Alternate
3780 East 18th Place
Bellingham, WA 98226

Dave McLean, Alternate
PO Box 4058
Bremerton, WA 98312

XII. SUBCOMMITTEE:

Subcommittee(s) approved by L&I, represented equally from management and non-management, may also be established under these Standards, and are subject to the main committee. All actions of the subcommittee(s) must be approved by the main committee.

NONE

XIII. TRAINING DIRECTOR/COORDINATOR:

The sponsor may employ a person(s) as a full or part-time training coordinator(s)/training director(s). This person(s) will assume responsibilities and authority for the operation of the program as are delegated by the sponsor.

Jolie Estes, Training Director
7207 Evergreen Way Suite S
Everett, WA 98203